

September 1, 2011

To: School Administrators and Technology Directors

From: Rusty Rosenkoetter, Coordinator HQT/Equity

Subject: District educational technology plan due for Spring 2012 approval

District Action Required

According to our records, your district's long-range technology plan expires June 30, 2012. This means the current plan must be updated (or a new plan created), approved by the local school board, and approved by DESE by June 30, 2012. A state-approved technology plan is a requisite for district participation in the Missouri Technology Network Program (TNP) administered through MOREnet, the federal Title II.D grant programs, and the federal E-rate discount program. DESE is recognized as the approving entity for Missouri public school districts. State approval is effective for three years; therefore, plans submitted for approval in 2011-12 must address school years 2012-13, 2013-14 and 2014-15.

Planning Resources

A number of resources are available for technology planners on the DESE website, under the Office of Quality Schools at <http://www.dese.mo.gov/divimprove/instrtech/techplan/> including:

- *Ed-Tech Planning, Process, Key Elements, Suggested Timeline,*
- *Using ePeGS to Create an Effective Ed. Technology Plan (recorded webinar),*
- *Plan Approval Checklist and Plan Score Form, and*
- *the webinar, Technology Planning and ePeGS (2010).*

Technology Plan Deadline and Submission Process

April 15 is the deadline for submitting technology plans to DESE for approval; however, plans may be submitted immediately. Districts must use ePeGS to enter and submit their plans. Technology planners (the person entering the plan) should have ePeGS access and security clearances and become familiar with the ePeGS format and structure. Likely, there will be several people in your district who can assist you -- federal programs staff, core data staff, etc. There is also the above-mentioned webinar for training. After all of the sections, including the *Additional Elements*, have been entered you must click on the submit button.

DESE does not require a paper copy of the ePeGS-created plan. We do encourage districts to print or make a copy of the plan that was submitted to ensure e-rate documentation and to

serve as the district's technology implementation plan for periodic review and evaluation. In the ePeGS system, go to "View/Print Plan," copy the "Printable Plan" and paste it into a word processing document. The document can then be edited as needed (increase the font size, adjust pages, etc.).

Technology Plan Review and Approval

District technology plans will be reviewed by DESE staff. Any plan that does not meet all sections of the score guide will be referred back to districts for correction. Staff will send suggestions/comments for improvement and must be resubmitted prior to June 15. In order for districts to participate in the FY2012 technology related programs (E-rate, TPN, federal funding, etc.), all technology plans must be approved by June 30, 2011.

Contact Information

Please contact me or Claranne Vogel if you have questions or need assistance. Claranne can be reached at 573/751-8449 or at claranne.vogel@dese.mo.gov and I can be reached at 574/522-3651 or at rusty.rosenkoetter@dese.mo.gov.